

SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



Vol. 3 No. 2

June 16, 2011

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Message from the School Financial Services (SFS) Director

Like many of your school districts, the SFS Team has been in a period of transition. Just a year ago I assumed the duties of the Director, and a new Assistant Director was chosen shortly after. Since then we have had a number of retirements, transfers and resignations which have tested the abilities and talents of the rest of the team, trying to fill in and maintain services that you have come to expect. We have done our best to provide the same level of service, and appreciate your patience as we replace those who have left. We're excited by the opportunities that are created when we hire new staff, and pleased by the talent, experience and expertise of those who have applied. We look forward to working for you with a renewed vigor and commitment to accurate and timely school finance information, and, as always, we value your input and encourage you to let the School Financial Services (SFS) Team know if you have issues, concerns or suggestions, as we strive to provide you with the best service possible.

Thought for the day: Education is what you get from reading the small print. Experience is what you get for not reading it....

June 20 General Aid Payment Adjustment

Districts can view their June 20 payment information by selecting the link, "Aid Information", then "Aid Payment Information" on the left-hand scan bar of the team's home webpage or directly at <http://dpi.wi.gov/sfs/stegaaidexp.html>. The title of the document is "June 20 Calculation of Remaining Aid Payments." The worksheet explains your district's June and July equalization aid payments and any adjustments due to the public school open enrollment and tuition waiver programs, revenue limit penalties, if any, for some districts, the Youth Challenge Academy and Second Chance programs. It is also designed to assist your bookkeeper in the proper transaction coding of these payments.



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SFS Finance Newsletter

is published by the Department of Public Instruction. Questions or comments should be directed to:

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dpi.wi.gov/sfs/index.html

Please contact one of the School Finance Consultants listed below with questions about this report.

Brad Adams
Bob Avery

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(608) 267-3752
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High Cost Special Education Grant Awards Announced

A mix of state and federal discretionary funding totaling \$5.5 million is being sent to 134 local education agencies (LEAs) for services they provided to students with severe or multiple disabilities. High Cost Special Education Aid will go to 130 school districts, two cooperative educational service agencies (CESAs), and two county children with disabilities education boards (CCDEBs) for services to 972 special education students whose educational costs exceed \$30,000 per student. Though \$5.5 million is available for aid, approved claims for the High Cost Special Education Aid program totaled \$10.5 million for costs incurred during the 2009-10 school year. Aid payments will be prorated at 53 percent of costs. A list of payments to LEAs receiving High Cost Special Education Aid can be found on the left-hand scan bar under High Cost on the SFS Team website at <http://www.dpi.wi.gov/sfs/index.html> or directly at http://www.dpi.wi.gov/sfs/highcost_background.html

Please contact Lori Ames at (608) 267-3749 or email at lori.ames@dpi.wi.gov should you have questions.

2011-12 Supplemental Special Education Categorical Aid Information

The SFS Team has calculated 2010-11 payments for the Supplemental Special Education Categorical Aid program. School districts that meet specific criteria according to s. 115.883, Wis. Stats., are eligible for the payment. No special application is required. Eligible districts will receive this payment on June 20, 2011.

Information about this aid program, including a list of eligible districts, is available under the "Special Education Aid" link on the left hand scan bar of the School Finance Team's website at <http://www.dpi.wi.gov/sfs/index.html> or directly at <http://www.dpi.wi.gov/sfs/supspedaidd1.html>.

Please contact Michele Tessner at (608) 267-9218 or email at michele.tessner@dpi.wi.gov if you have questions.

2010-11 PI 1505 AC (Aid Certification) Report Opens July 15 - Due August 26

School districts will file the PI 1505 AC to comply with s. 120.18, Wis. Stats. The PI 1505 AC is located in the reporting portal and will open for data entry on July 15. School district financial data collected on the PI 1505 AC will be used to calculate each school district's October 15 aid eligibility. **School districts submitting the PI 1505 AC after the Friday, August 26 due date will not receive their September equalization aid payment until the report is filed, and not earlier than October 10.**

It is important that district auditors agree with the data submitted on the PI 1505 AC prior to district submission of that data. **Auditors will be required to verify the data submitted by the district using the online "PI 1506 AC (Aid Certification) Report."** The auditor report is due September 12.

Please contact one of the School Finance Consultants listed below with questions about this report.

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(608) 267-3752
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Calendar of Events

June 2011						
S	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Jun 03 [PI 1804/1805 Summer School Reports Open](#)
- Jun 06 [State Tuition Payment](#)
- Jun 13 [SPED/SAGE/4K Grant Aid Payments](#)
- Jun 20 [Equalization/Special Adjustment Special Transfer/Supplemental SPED/High Cost Special Education Aid Payment](#)
- Jun 24 [Foster/Group Home Report Due](#)
- Jun 27 [SAGE Debt Service Aid Payment](#)

July 2011						
S	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- July 1 [PI 1505 Census Report Opens](#)
- July 15 [PI 1505 AC / PI 1505 Annual PI 1505 SE / PI 1524 State Tuition Open](#)
- July 25 [Delayed Equalization Aid/Computer Aid Payment](#)

August 2011						
S	M	T	W	Th	F	Sat
1	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Aug 01 [PI 1505 Calendar Report Due](#)
- Aug 19 [PI 1547 Transportation Rpt Due](#)
- Aug 19 [PI 5000 Transfer of Service Report Due](#)
- Aug 22 [PI 1505 Census Report Due](#)
- Aug 26 [PI 1505 AC Aid Certification Due](#)

2010-11 PI 1505 Annual Report – Opens July 15 - Due September 30

The PI 1505 Full Financial Annual Report, filed to comply with s. 120.18, Wis. Stats, is also located in the reporting portal. The data collected on this report will be used to calculate district final 2011-2012 aid eligibility in the spring of 2012.

As part of the district's audit process for the current year, many of the school district auditors will be asking districts to create and upload their district's strip file into the SAFR Annual Report program before the audit begins. This will enable the district and auditor to identify errors that exist in your general ledger before any audit adjustments are made. Once your auditor identifies any potential adjustments, they will ask you to make those adjustments in your general ledger. After those adjustments are made, you will be able to go into the SAFR Annual Report program and 'Delete and Start Over' thereby allowing a new strip file to be created and uploaded. The new strip file will be created using your district's adjusted general ledger. We encourage you to perform this step as it will save the district time and help the auditor identify adjustments during the early stage of the audit.

If your district will be entering its general ledger manually into the SAFR program, you should still enter your unadjusted balances into SAFR before your audit begins, thereby allowing your auditor to assist you in correcting any identified errors. Any adjustments made by your auditor would have to be made both in your general ledger and in the SAFR program.

The Wisconsin Uniform Financial Accounting Requirements (WUFAR) including updates for 2010-11 (Appendix B) can be found under the left-hand scan bar link, "WUFAR" or directly at <http://dpi.wi.gov/sfs/wufar.html>.

The DPI Aids Register lists all payments made by the Department of Public Instruction (DPI) to school districts. Districts are required to reconcile Federal and State aid received by the district to the DPI Aids Register to submit the PI 1505 Annual Report. An edit will check the aid reported by source against the DPI Aids Register. Districts should pay special attention to the break out of receivables from other governments when completing the addenda. The DPI Aids Register is available online under the left-hand scan bar link, "Aids Register" or directly at http://dpi.wi.gov/sfs/online_ar.html.

Please contact one of the School Finance Consultants listed below with questions.

Brad Adams	bradley.adams@dpi.wi.gov	(608) 267-3752
Bob Avery	robert.avery@dpi.wi.gov	(608) 267-9707

2010-11 PI 1505 Census Report – Opens July 1 - Due August 22

The PI-1505 Census Report will open for submission on July 1 and is due August 22. Data from the required report is used in the computation of Common School Fund (library) aid. More information on the Common School Fund can be found at <http://dpi.wi.gov/sfs/comsch.html>. For reporting your district's census, go to the SFS team page at <http://dpi.wi.gov/sfs/> and select "School Finance Reporting Portal" and then "Log In to View or Submit Data." After entering your ID/Password, the Census Report can be found in either the "Status and Due Dates" or "Non-Financial Data Home" links. Proper authorization is required through the district's PI-1500 Contacts Report.

Please contact Brad Adams at (608) 267-3752 or email at: bradley.adams@dpi.wi.gov with questions.

2010-11 PI 1505 SE - Special Education Annual Report - Opens July 15 Due September 30

The PI 1505 Special Education Annual Report for reporting 2010-11 expenses will open on July 15 and is due on September 30, which is the same due date of the SAFR Full Annual Report. The report is located on each district's "Financial Data Home" page link within the School Finance Reporting Portal. Reports are submitted online. Please note that the Special Education Report must still be completed before the SAFR Annual Report because of edits built into SAFR.

Again this year, your district's special education teacher and staff licensure information is available on the team's website. From your District Home Page on the School Finance Reporting Portal, click on the "Auditor" link and then the "2010-11 Special Education Licensure/Pupil Services Information" link. There you may find three listings of licenses for your district: School Age Parent Educators, Educators without Valid Licenses, and Educators with Valid Licenses. This information is important for special education aid eligibility and is used by your district's auditors.

Wisconsin Act 221 directs the department to determine the percentage of salaries/fringes of licenses nurse, psychologists, social workers, and guidance counselors that are eligible for state special education categorical aid. A series of worksheets are available to assist in determining the allowable amounts of aidable cost that may be reported in fund 27, project code 011 for these positions. Completing these worksheets will provide the information needed for the district to complete the Wisconsin Act 221 addendum located in the PI 1505 SE Report. The worksheets are located under the "Special Education Aid" link on the on the SFS Team's home page

and then under “Special Ed Fiscal Report (PI 1505SE & Charter School Aid Claim)” or directly at http://dpi.wi.gov/sfs/xls/WisconsinAct221_Addendum.xls. There is a new Act 221 Financial Data Report that will also run these calculations, but only after data has been entered into the Annual Reports. The report will show you if the maximum allowable has been exceeded or is within the maximum. It will also assist you in completing the new Act 221 edits in the Special Education Annual Report and the new Act 221 edit located in the SAFR Annual Report. More information about these edits can be found once you are in the actual Special Education Report by clicking on the “Special Education Annual” link and reading the “New for 2010-11” section or by viewing the Mediasite video linked from the WI Act 221 Addendum.

Questions regarding this report may be directed to Michele Tessner at (608) 267-9218 or michele.tessner@dpi.wi.gov.

2010-11 PI 1524 State Tuition Claim – Due October 3

The PI 1524 State Tuition Claim for reporting 2010-11 expenses is currently available. The claim, instructions and Mediasite videos are located under the “Special Education Aid” link on the SFS Team’s home web page and then under “State Tuition” or directly at http://dpi.wi.gov/sfs/tuit_st.html.

Questions regarding the state tuition claim may be directed to Michele Tessner at (608) 267-9218 or michele.tessner@dpi.wi.gov

2010-2011 Group and Foster Home Membership Reporting Instructions – Due June 24

Districts may amend their 2010-2011 pupil count due to pupils residing in certain group and foster homes per s. 121.05(4), Wis. Stats. Information about Group and Foster Home Membership Adjustments is available under the “Group and Foster” link on the left hand scan bar of the team’s website or directly at <http://www.dpi.wi.gov/sfs/foster.html>.

Contact Debbie Gaffney-Dilley by email at debra.gaffney-dilley@dpi.wi.gov or telephone at (608) 267-9114 should you have questions.

2010-11 PI 1505 Calendar Reporting Instructions – Due August 1

The PI 1505 Calendar Report collects the district’s school calendar and hours of instruction by school per s. 121.02(1)(f), Wis. Stats. This is a required report. Districts can access the PI 1505 Calendar Report by clicking on the “School Finance Reporting Portal” link located at <https://www2.dpi.state.wi.us/safr/> and then proceed to the district’s reporting home page. Click on “Non-Financial Data Home” link to access the report and reporting instructions. This report is open for data entry and is due August 1. For questions about this requirement, contact [Beverly J. Kniess](#) (608) 266-3706.

Contact Debbie Brown at (608) 267-9209 or by email at debra.brown@dpi.wi.gov for questions about completion of the report.

PI-1500 CONTACTS REPORT

This report was created last year for district administrators or their designee to identify staff to receive information from the finance team. It has been used extensively by the finance team to target relevant information to the people that need it. We hope it has been a value to your staff. We now ask that you review the contact information, and if there are changes in staff or staff responsibilities, please update. The report can be found in the middle section of the SFS website at <http://www.dpi.wi.gov/sfs/index.html>.

Please contact Brad Adams at bradley.adams@dpi.wi.gov or (608) 267-3752 with questions.

EDUCATION JOBS UPDATE

The next claim date is scheduled for Wednesday, July 6, 2011. If your district chooses to claim during this period please keep the following in mind.

1. The Department of Education requires LEA’s to maintain records that separately track and account for Education Jobs funds. An example would be a copy of this account (Project Code 595) in your general ledger.

2. The Department of Administration is responsible for claim filing and payment. If there are any questions or problems with claims please contact Ross Behrend via email at (ross.behrend@wisconsin.gov) or phone at (608) 267-7395 or Dan Subach (dan.subach@wisconsin.gov) or phone (608) 264-9573.

If there are any questions about the Education Jobs fund, please contact Paul Dix, DPI Ed Jobs Consultant, at paul.dix@dpi.gov or (608) 267-9213.

Status and Deadlines Update

On each district's reporting home page located at <https://www2.dpi.state.wi.us/safr/> is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the "Status and Deadlines" link. The schedule has been updated to include both the remaining 2010-11 reports and the reports that will be collected during the 2011-12 fiscal year. It is recommended that district staff review the report schedule to ensure compliance with the report due dates.

School Financial Services Contacts

Please contact one of the following School Financial Services Team staff should you have additional questions:

Brad Adams, Consultant	bradley.adams@dpi.wi.gov	(608) 267-3752
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